

2023 Project Selection Process and Criteria

Summary of Steps & Associated Timeline for Projects Starting in January 2023

PROCESS STEP	TIMELINE (ALL DATES 2022)
Request for Project Proposals & Proposal Submission Deadline	April 6 (Wednesday) – May 6 (Friday)
Project Proposal Submission Deadline	May 6 (Friday) 5pm ET
Project Proposal Presentation to ITRC Board of Advisors	June 1 (Optional)
Deadline for Final (revised) Project Proposals	June 8 (Wednesday) 5pm ET
Detailed Evaluation by SEP, Federal Agencies, IAP, Stakeholders, & ERIS Board	June 6 (Monday) – July 1 (Friday)
Proposal Selection by the ITRC Board of Advisors (Summer Board Meeting)	July 26 (Tuesday)
Announcement of New Teams & Team Leader Solicitation (30 Days)	August 2022 (TBD)
Program Advisor Request for Proposals (30 Days)	Fall 2022 (TBD)
Program Advisor Evaluation and Interviews	Fall 2022 (TBD)
Program Advisor Selection	Fall 2022 (TBD)
New Team Onboarding (webinars)	Fall 2022 (TBD)
New Team Onboarding (in-person)	Fall 2022 (TBD)
New Team Registration Opens	December 2022 (TBD)

April 6 – May 6
Request for Final Proposals and Final Proposal Submission
Submissions Due No Later than May 6th 5pm ET

The ITRC Board of Advisors will issue a request for team project proposals on April 6, 2022, with all electronic proposals due to ITRC Director Patty Reyes (preyes@ecos.org) by 5pm ET on April 6, 2022.

The ITRC Board of Advisors will evaluate proposals based on their relevance to ITRC's mission, goals, and priorities, which can be found on the [ITRC proposal process webpage](#). We encourage proposals that will address these priorities, but we also consider proposals that address environmental issues not included in this list. ITRC will also consider proposals that would update ITRC documents. Existing ITRC documents can be found [here](#).

The ITRC Board of Advisors will invite selected pre-proposals to submit a Final Proposal by 5pm ET on June 7, 2021. To assist with developing a final proposal, proposal submitters will receive comments and feedback from the ITRC Board of Advisors, which should be addressed in the final proposal.

June 1, 2022
Project Proposal Presentation to ITRC Board of Advisors

ITRC will invite each project proposal team to present the proposal to the ITRC Board of Advisors at a virtual meeting. ITRC Board of Advisors will ask clarifying questions and provide feedback to each proposal team. Project proposal teams will then be able to revise their proposal for final submission and ranking.

June 8, 2022
Revised Final Project Proposals Due
Submissions Due No Later than 5pm ET June 8th

ITRC will invite each project proposal team to present the proposal to the ITRC Board of Advisors at a virtual meeting. ITRC Board of Advisors will ask clarifying questions and provide feedback to each proposal team. Project proposal teams will then be able to revise their proposal for final submission and ranking.

June 6 – July 1
**Detailed Evaluation by SEP, Federal Agencies, IAP,
Stakeholders, and ERIS Board**

ITRC will collect detailed input from the ITRC State Engagement Program (SEP), the federal agencies that fund ITRC, the Industry Affiliates Program (IAP), and the ITRC public and tribal stakeholders. Each group will **rank** the final proposals 1 through n , with 1 indicating having the most interest and n indicating having the least interest, as well as any additional qualitative comments. The evaluation criteria used to rank the final proposals may be different for each group based on its interests and structure, but the groups are recommended to use the following criteria:

- Is the proposal consistent with ITRC’s mission, goals, and strategic planning objectives?
- Does the proposal address regulatory or technical barriers (which includes lack of awareness or lack of educational resources) to environmental solutions?
 - Is the proposal a research project? (*This would eliminate the proposal from further evaluation.*)
- Does the proposal address a need of a broad spectrum of groups/states? Is the proposed guidance and training likely to be used by a large number of people, even though the subject may not have a high level of current interest? (e.g. passive sampling, ISM, GW statistics)
- Is the problem/subject to be addressed clearly defined?
- Does the project have a defined and manageable scope and deliverables?
- If the proposal is to update a current ITRC document, what is the history and use of the current document (e.g., website statistics, training numbers)?
- What is your group’s level of interest in this project?
 - **Active Participant:** This project is of interest to our group/agency, and we would support active participation by members of our group/agency.
 - **Interested Party:** This project is of interest to our group/agency, but our involvement will be limited to supporting reviews on an as-possible basis.
 - **Not Interested:** This project is not of interest to our group/agency.
- Is the timing right for the project (topic is relevant, but not too new)?
- Would the proposed project accelerate sound environmental decision-making and increase the effectiveness of the regulatory process?
- Does the project address a priority interest of your group?
- Do the proposed project deliverables meet your group’s desired use?

July 26 Proposal Selection by ITRC Board (Summer Board Meeting)

The Board will evaluate the group rankings, as well as the following criteria:

- Were the Board comments adequately addressed?
- Does the project address priorities identified by the SEP, ERIS, and/or Funders (Federal partners and IAP)? Is there a balance between the priorities of different groups?
- Is the subject controversial or unlikely to reach consensus in a reasonable timeframe?
- Does the final proposal identify two potential Team Leaders? Do the potential Team Leaders have the necessary leadership and expertise skills? Do the Team Leaders have the time available and support/commitment from their state leadership to dedicate the necessary time and resources required of a Team Leader?
- Does ITRC have the required technical skillsets available in current membership, or would additional expertise need to be identified?
- Are there any restrictions of use of funds (color of money issues)?
- Would the proposed project increase ITRC's status as the "go-to" organization for applying innovative environmental solutions?
- Does the project propose the development of tools which are functional, educational, and able to address the needs of a varied audience?
- Can the proposed products be developed in a reasonable timeframe (15-24 months)?

August – December Team Formation

Announcement of New Teams and Team Leader Selection (August)

Program Advisor Request for Proposals (September): ITRC will release a Request for Proposals (RFP) for contractor support, known as the team's Program Advisor. Proposals must be emailed to ITRC Director Patty Reyes by September (specific dates will be announced later this year).

Program Advisor Evaluation and Interviews (September – October): The top ranked proposals will be interviewed by the selection committee (Team Leaders, ITRC Co-Chairs, and the Team Leader Liaison).

Program Advisor Selection (October)

New Team Onboarding Webinars (October – November): Webinars will be an introduction to ITRC team management, processes, and resources.

New Team Registration Opens (December): The project work will officially start in January 2023.